

# Matelec SKWID CUSTOM USER MANUAL

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1 GENERAL NOTES

- Always fill the "Name" textbox first, this allows the "URL Mapped" to be automatically generated and the "Title" textbox will be automatically populated
- The "show to public" checkbox should always be ticked if you want the page to appear on the website:

Show to Public

Show to Admin

Allow Archiving

Allow Searching

Enable Analytics

Hide Children

- Note about the fields of a node:
  - General Properties

General Properties

Name

URL Mapped

Page Tags

Show to Public       Show to Admin  
 Allow Archiving       Allow Searching  
 Enable Analytics       Hide Children

This node is associated with the following template:  
 /Site/Contact

Publishing Info

Schedule Publish

Schedule Unpublish

The following fields are common and will show for all nodes:

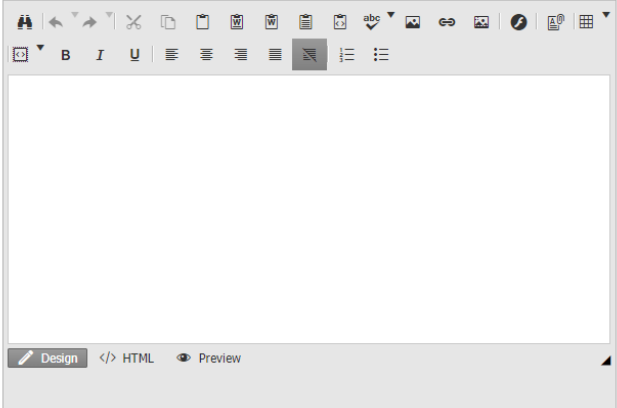
- Name:** The name of the page that shows only in SKWID tree (not on public website)
- URL Mapped:** The URL of the public page that will show in the address bar of the internet browser
- Page Tags:** A page can have tags but this feature is not used in this website
- Show to public:** To tick whether you want to show the page public on the website or not
- Show to admin:** To tick whether you want the page to show in the SKWD tree or not

- **Allow Archiving:** This feature currently not used for this website
  - **Allow Searching:** To tick whether you want the page to show in the search results or not
  - **Enable Analytics:** To tick whether you want Google Analytics Tracking Code to show on the page or not.
  - **Hide Children:** This feature is used for section pages where we want to hide the list of nodes under the page. (Mainly used by the developer)
- **Content Type Properties**  
The following fields will vary by the content type fields.  
For example: a news article can have a title, description, date and body

"Contact" Content

Title

SummaryTitle

SummaryDescription 

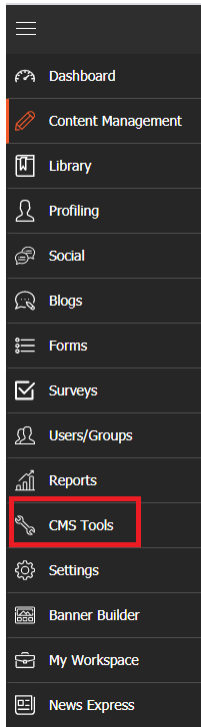
MainBranchTitle

It is recommended not to exceed 200kb for the image size.

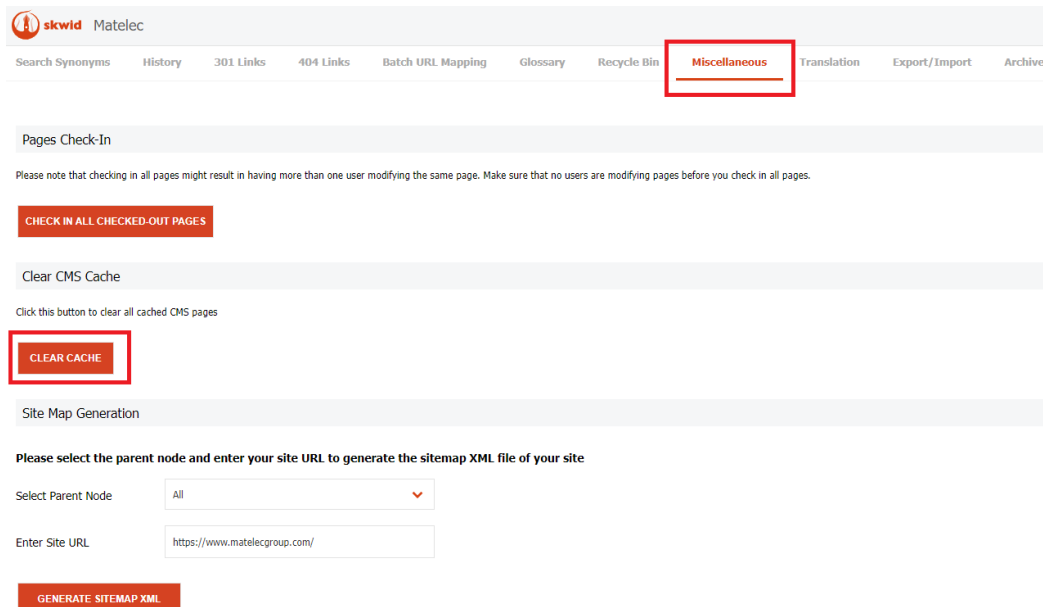
## 2 CLEAR CMS CACHED DATA

We are caching some data for few hours, if your changes do not appear online, please try to clear the cached data by following the below steps:

- Go to CMS Tools:



- Select Miscellaneous Tab
- Click on the Clear Cache Button



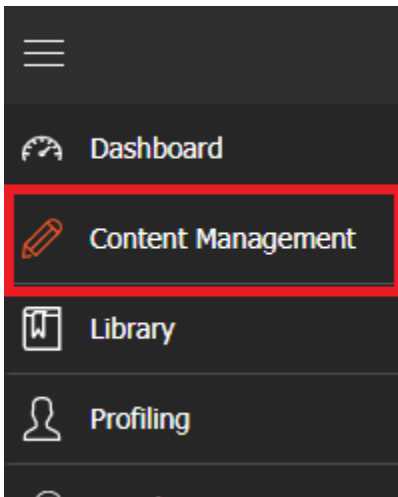
3 EDITING THE CONTENT OF A PAGE

The content of pages can be edited by following the below steps:

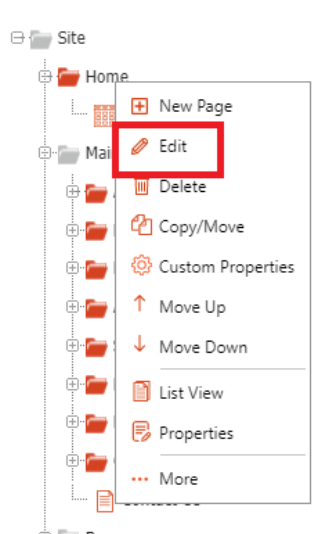
- Login to Skwid with your admin credentials
- <https://www.matelecgroupp.com/SkwidAdministration/>



- Select Content Management from the left menu



- Right click on the wanted page
- Click Edit



- Edit the content
- Click Save & Publish

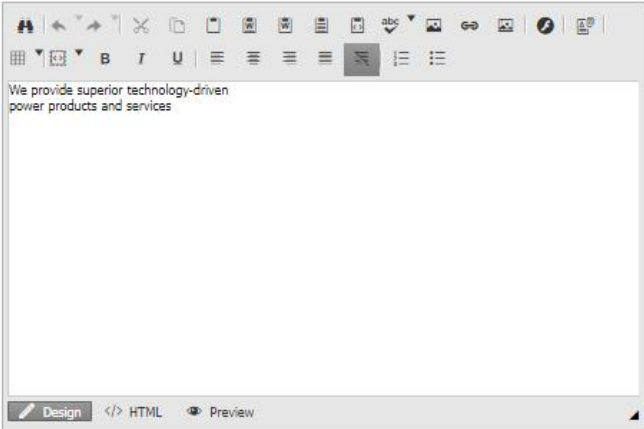



4 PAGE BANNER

All the pages except for the homepage have the following content fields:

- BannerTitle
- BannerSubtitle
- BannerImage (1903x650)
- DarkBanner

BannerTitle

BannerSubtitle 

BannerImage 

No file chosen  .jpg

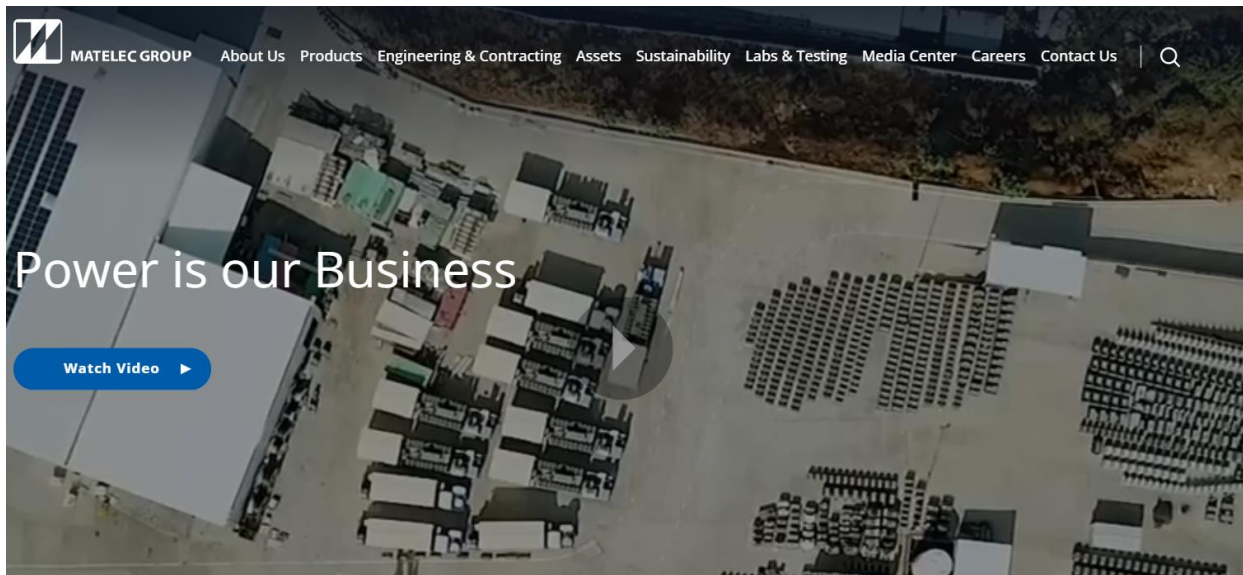
[Campaign URL Builder](#)   Crop

DarkBanner

Please note that these do **not** need to be filled. Each page automatically displays the **Title** as the banner title and if an image has **not** been uploaded, then the page banner will appear like the below image:

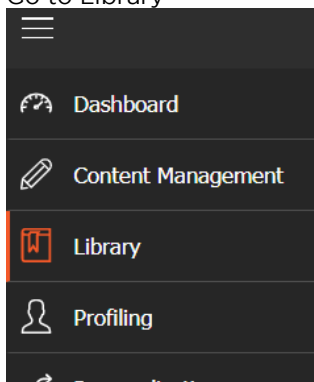


5.1 Background Video

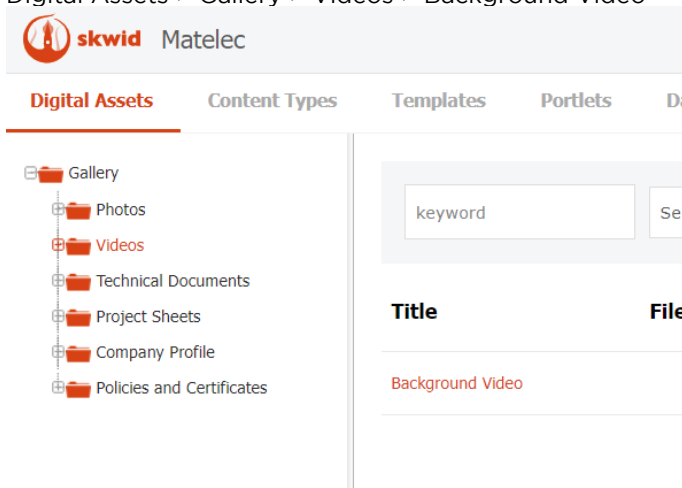


To edit the homepage video, please follow the below steps:

- Go to Library



- Digital Assets > Gallery > Videos > Background Video



- Scroll down to File Source section and change the YouTube Link

File Source

youtube Link

J5KCGqWKcU0

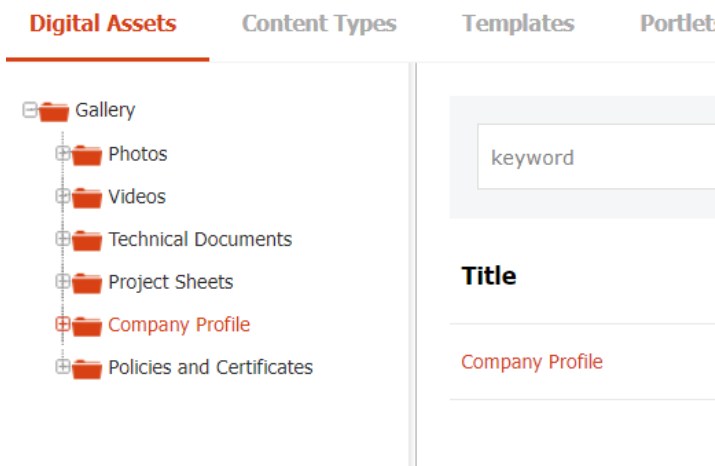
- Click Save

## 5.2 Company Profile Brochure

[Download Our Company Profile](#)

To change the company profile brochure, please follow the below steps:

- Digital Assets > Gallery > Company Profile > Company Profile



- Scroll down to File Source section and change the File

File Source

Source Type: HTTP Upload

File: Preview Change

Thumbnail: SELECT

Custom File: SELECT

SAVE DELETE CANCEL

- Click Save

### 5.3 Company Details

**5 countries**  
Lebanon, Jordan, KSA, Egypt, France, Algeria

**46+**  
Years of Experience

**600+**  
Highly skilled engineers and technicians

To edit the company details, please follow the below steps:

- Click on Site > Home > Company details



- Edit/Add a detail
- Save & Publish

### 5.4 Contact Us Banner

**Contact Us**  
Let us help you achieve your goals.

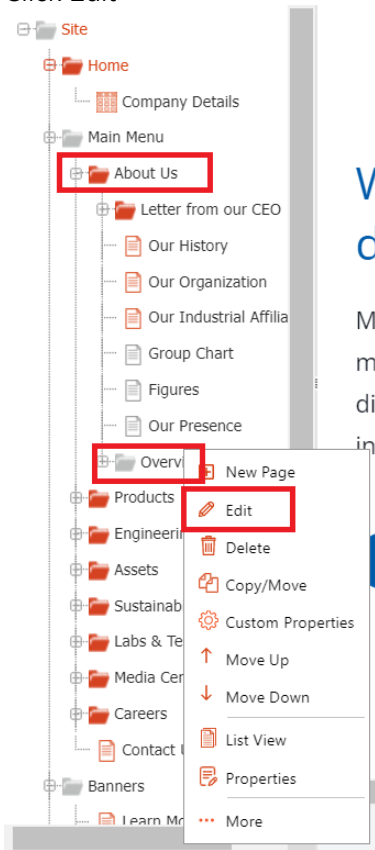
To edit the content of the Contact Us banner, please follow the steps in [this section](#).

6 ABOUT US

6.1 Overview

To edit the About Us page, follow the below steps:

- Right click on Site > Main Menu > About Us > Overview
- Click Edit



- Edit the content
- Save & Publish

6.1.1 Our Industrial Affiliates

To edit/add a new affiliate in the Our Industrial Affiliates section of the overview page, follow the below steps:

- Click on Site > Industrial Affiliates
- Edit/Add a new industrial affiliate
  - Logo (215x68)
  - Image (690x690)



- Save & Publish

### 6.1.2 Our History

To edit/add a new milestone in the Our History section of the overview page, follow the below steps:

- Click on Site > Main Menu > About Us > Overview > History
- Edit/Add a new detail



- Save & Publish

### 6.2 Letter from our CEO



- CEOImage (474x511)
- VisionImage (615x427)
- MissionImage(615x427)

To add/edit the company values, please follow the below steps:

- Click on Site > Main Menu > About Us > Letter from our CEO > Company Values
- Edit/Add a new value
  - Image (615x546)

COMPANY VALUES | LIST

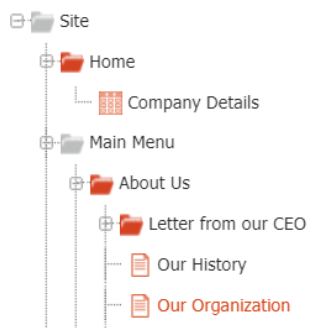
Content English

Keyword   Show hidden nodes

Name	PageLastEdited
<input type="button" value="Edit"/> <input type="button" value="Show to Public"/> <input type="button" value="Save &amp; Publish"/> Accountability	1/11/2021 1:47:00 PM
<input type="button" value="Edit"/> <input type="button" value="Show to Public"/> <input type="button" value="Save &amp; Publish"/> Commitment To Excellence	1/11/2021 1:48:00 PM
<input type="button" value="Edit"/> <input type="button" value="Show to Public"/> <input type="button" value="Save &amp; Publish"/> Respect	1/11/2021 1:48:00 PM
<input type="button" value="Edit"/> <input type="button" value="Show to Public"/> <input type="button" value="Save &amp; Publish"/> Teamwork	1/11/2021 1:48:00 PM
<input type="button" value="Edit"/> <input type="button" value="Show to Public"/> <input type="button" value="Save &amp; Publish"/> Fairness	1/11/2021 1:49:00 PM

- Click Show to Public
- Save & Publish

### 6.3 Our Organization



To edit the content of this page, please follow the below steps:

- Click on Site > Main Menu > About Us > Our Organization
- Edit the content
- Save & Publish

### 6.4 Our Industrial Affiliates

To edit the content of this page, please follow the below steps:

- Click on Site > Main Menu > About Us > Our Industrial Affiliates
- Edit the content
- Save & Publish

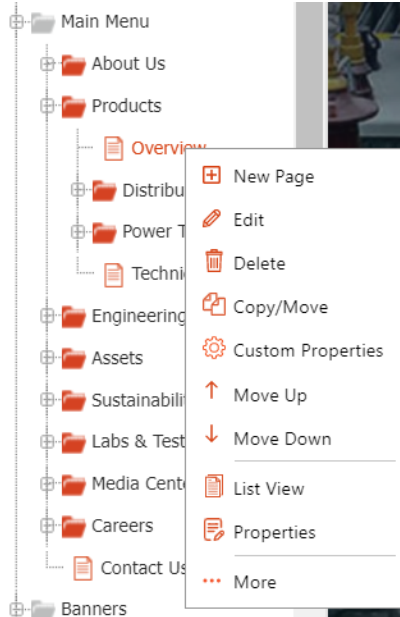
To add/edit an industrial affiliate, please follow the [steps in this section](#).

7 PRODUCTS

7.1 Overview

To edit the Overview page, please follow the below steps:

- Right click on Main Menu > Products > Overview
- Click Edit

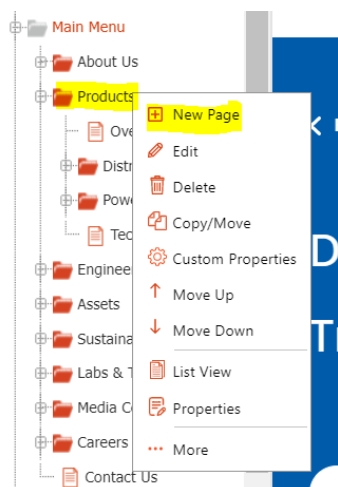


- Edit the content
- Save & Publish

7.1.1 New product

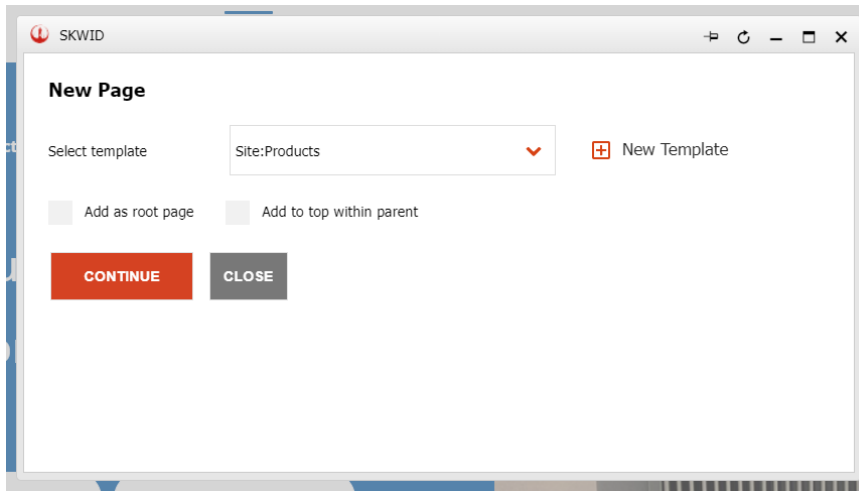
To create a new product, like Distribution Transformers and Power Transformers, please follow the below steps:

- Right click on Main Menu > Products
- Click New Page



- Select template Site:Products and Continue



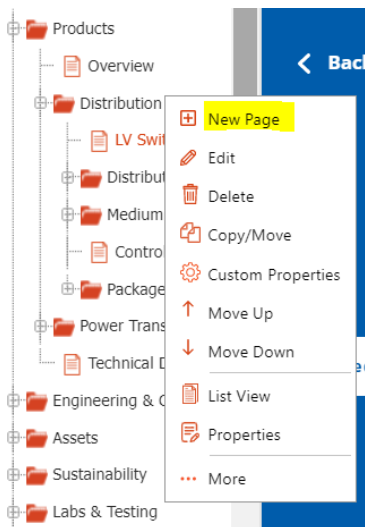


- Fill the content
- Click Show to Public and Save & Publish

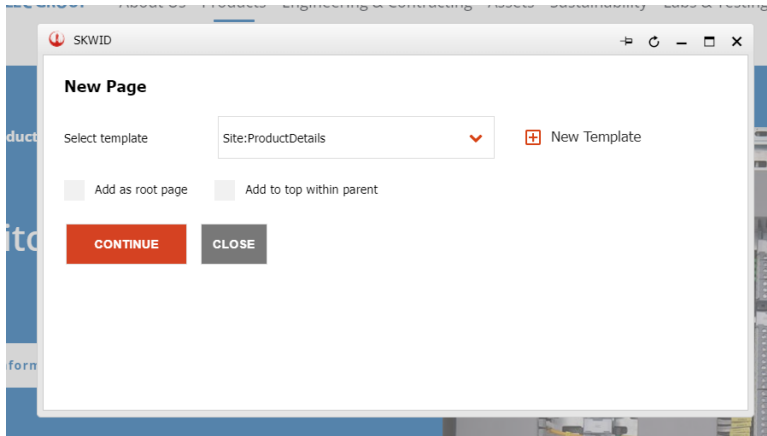
7.1.2 Distribution Transformers

To add a new distribution transformer, please follow the below steps:

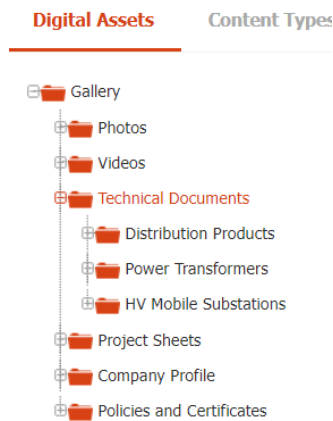
- Right click on Main Menu > Products > Distribution Transformers
- Click New Page



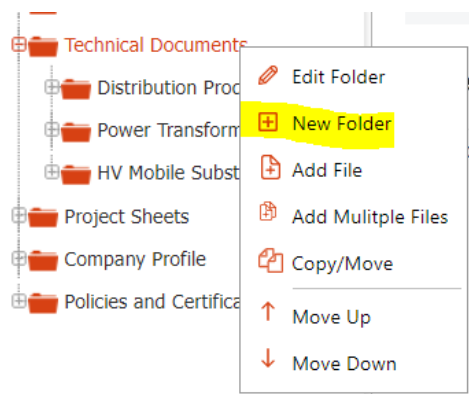
- Select template Site:ProductDetails and Continue



- Fill the content
  - **To add the Technical Document:**
    - a) First step is to set up the structure of the product files which is:
      - **Product Folder > Subproduct Folder > Country Folder > Technical Document**
      - Each product has its own folder containing its subproducts folders.



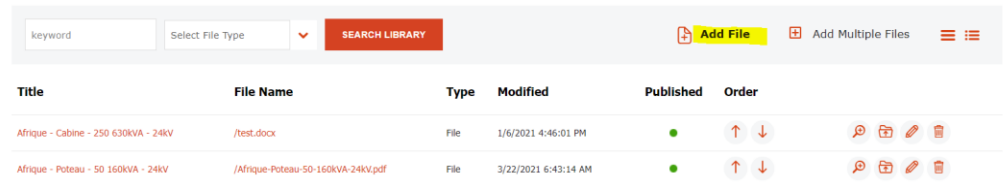
- Go to Library > Gallery > Technical Documents
- If there is a new product follow the below steps:
  1. Right click on the Technical Documents folder
  2. Click New Folder



3. Fill the Title Field
  4. Click Save
- If there is a new subproduct follow the below steps:
    1. Follow the same steps as above, however instead of the Technical Documents folder, right click on the **parent** product folder
    2. For each country, right click on the new subproduct folder and follow the same steps as above (set the Title as the name of the country)



3. Click on the new country folder
4. Click Add File



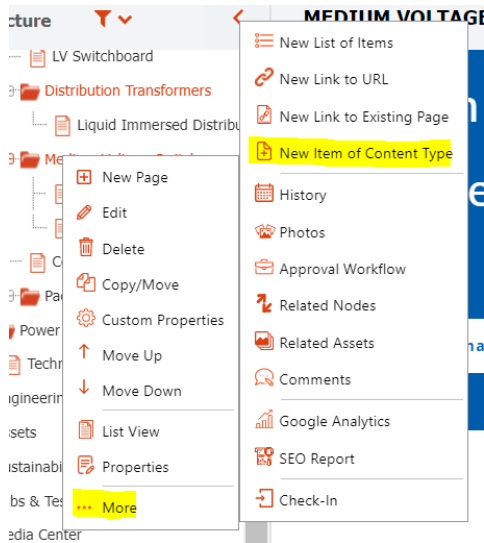
5. Fill the **Title** and **File** fields
  6. Click Save
- b) Second step is to select the document for each new subproduct
- Right click on the product
  - Scroll down to the Technical Document field and click Select Asset
  - Select the **subproduct folder**

Technical Document Distribution Transformers(/Gallery/TechnicalDocuments/DistributionProducts/DistributionTransformers) + Select Asset 🗑 Remove

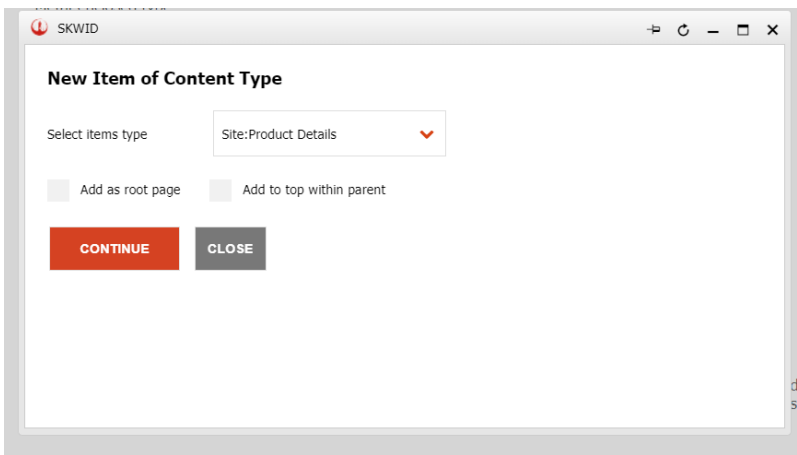
- Click Add Related Assets
  - Save & Publish
- Click show to public and Save & Publish

If the distribution transformer has **multiple types**, like “Medium Voltage Switchgears”, please follow the below steps:

- Right click on the product
- Click More > New Item of Content Type



- Select type Site:Product Details and Continue

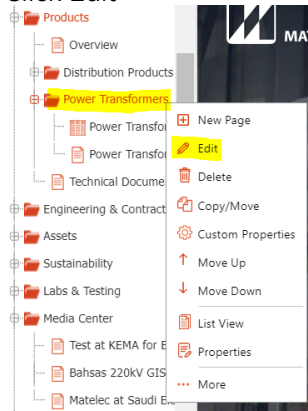


- Fill the content
  - Image (492x356)
- Click show to public and Save & Publish

### 7.1.3 Power Transformers

To edit the content of the Power Transformers page, please follow the below steps:

- Right click Main Menu > Products > Power Transformers
- Click Edit



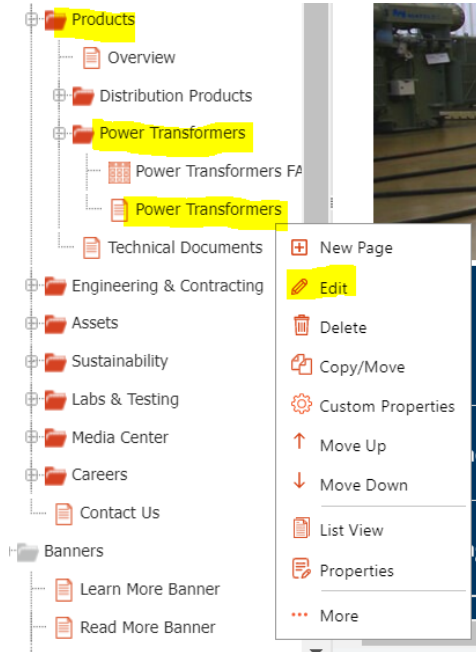
- Edit the content

- Image (1440x599)
- Save & Publish

7.1.3.1 Power Transformers

To edit the content of the Power Transformers page, please follow the below steps:

- Right click Main Menu > Products > Power Transformers
- Click Edit

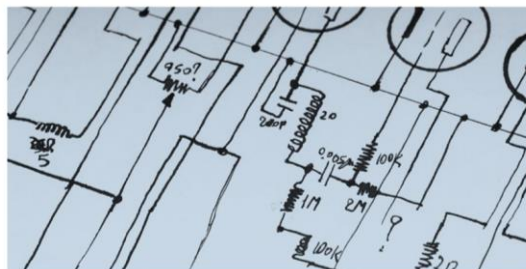


- Edit the content
  - Image (702x508)
- Save & Publish

7.1.4 Technical Documents Banner

Technical Documents

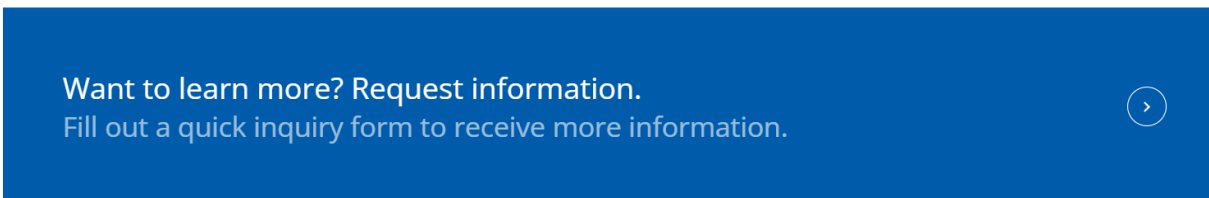
View and download our products technical documents



To edit the content of this banner, follow the steps in [this section](#).

7.2 Technical Documents

7.2.1 Learn More Banner



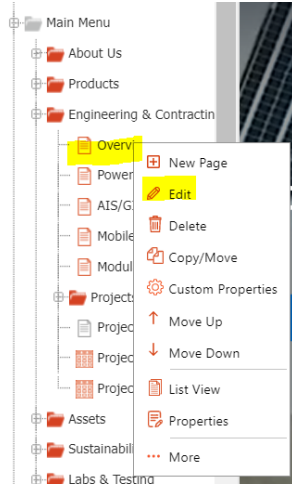
To edit the content of the learn more banner, please follow the steps in [this section](#).

8 ENGINEERING & CONTRACTING

8.1 Overview

To edit the Overview page, please follow the below steps:

- Right click on Main Menu > Engineering & Contracting > Overview
- Click Edit

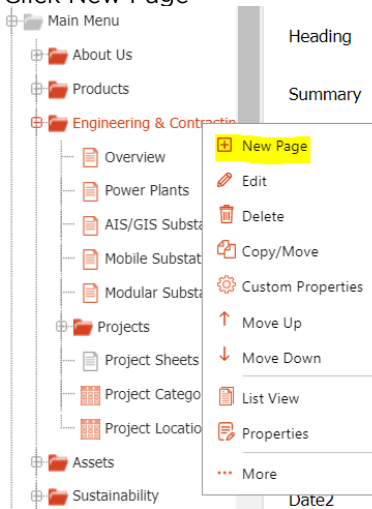


- Edit the content
- Save & Publish

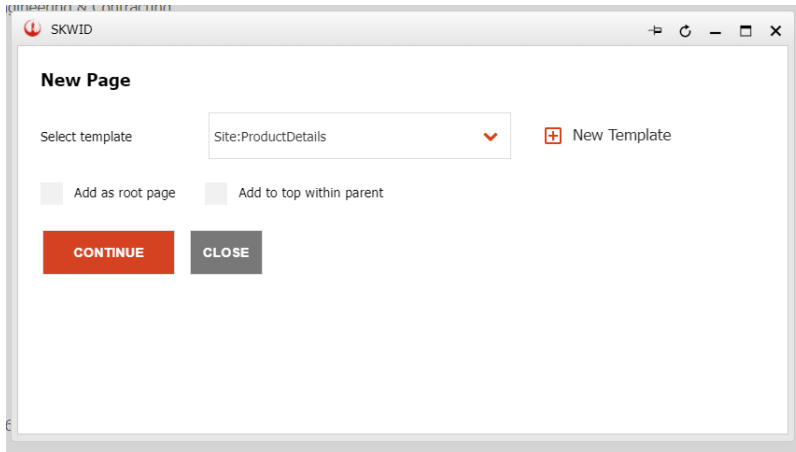
8.2 New Power Infrastructure Project

To add a new project, please follow the below steps:

- Right click on Main Menu > Engineering & Contracting > New Page
- Click New Page



- Select Template Site:ProductDetails and Continue

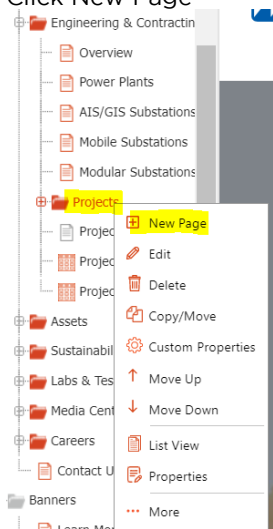


- Fill the content
  - Image (702x508)
- Save & Publish

### 8.3 New Project

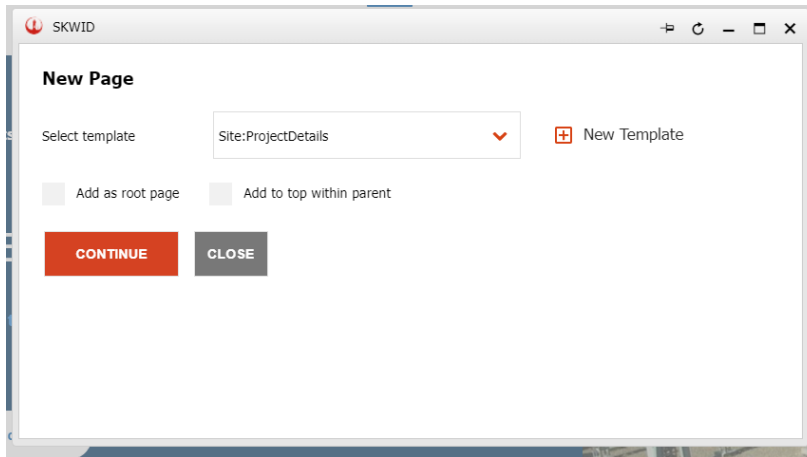
To add a new project, please follow the below steps:

- Right click on Main Menu > Engineering & Contracting > Projects
- Click New Page

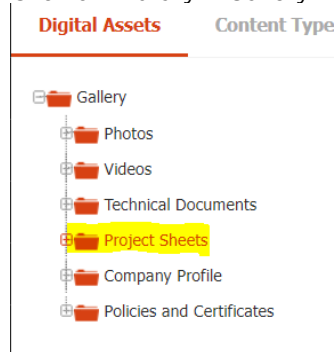


- Select template Site:ProjectDetails and Continue

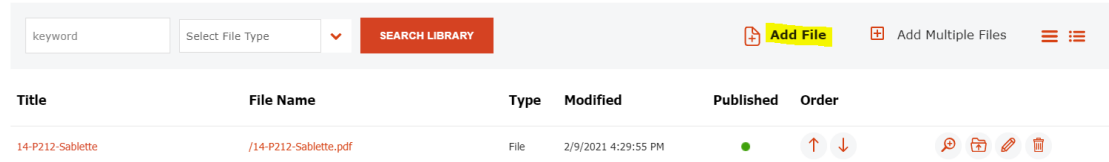




- Fill the content
  - Image (702x508)
  - Project Sheet
    1. Click on Library > Gallery > Project Sheets



2. Click Add File



3. Fill the **Title** and **File** fields
4. Save
5. Go back to the project and right click on it, click Edit Page
6. Scroll down to the Project Sheet field
7. Select the sheet and Save & Publish

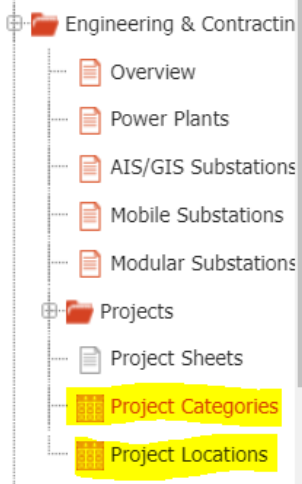
Project Sheet 7-P182-Boutlelis(/Gallery/ProjectSheets/7-P182-Boutlelis.pdf) + Select Asset 🗑️ Remove

- Save & Publish

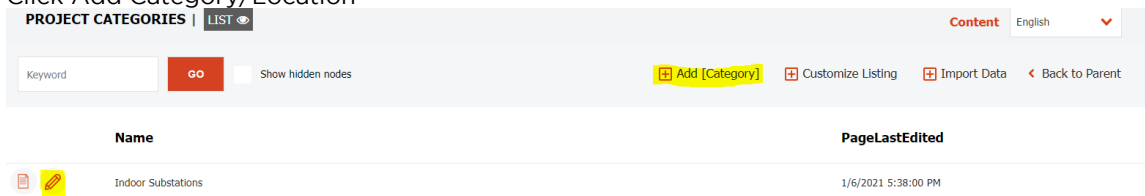
### 8.3.1 Project Category/Location

To edit/add a project category or location, please follow the below steps:

- Click on Main Menu > Engineering & Contracting > Project Categories/Project Locations



- Click Add Category/Location



- Fill the content
- Save & Publish

#### 8.4 Project Sheets Banner

##### Project Sheets

View and download our project sheets



To edit the content of the project sheets banner, follow the steps in [this section](#).

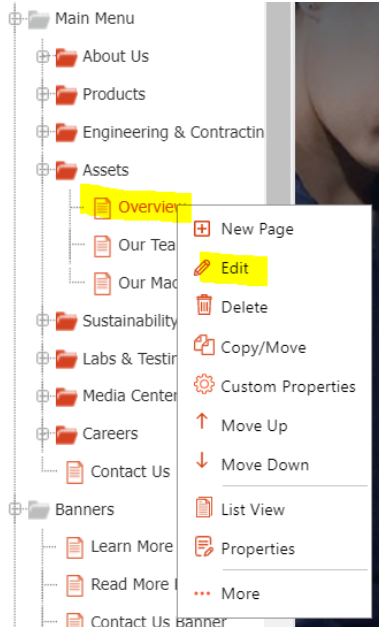
## 9 ASSETS

---

### 9.1 Overview

To edit the Overview page, please follow the below steps:

- Right click on Main Menu > Assets > Overview
- Click Edit



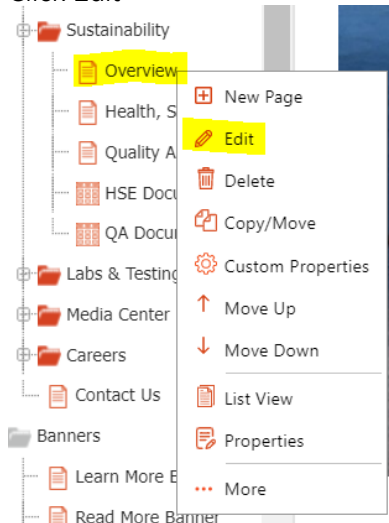
- Edit the content
  - Section1Image (1440x700)
  - Section2Image (1440x700)
  - The company details which appear here are the same that appear on the homepage. To edit them, please follow the steps [here](#).
- Save & Publish

10 SUSTAINABILITY

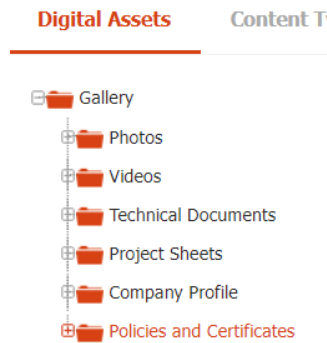
10.1 Overview

To edit the Overview page, please follow the below steps:

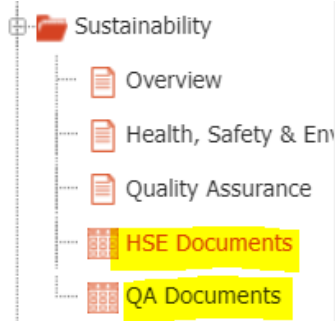
- Right click on Main Menu > Sustainability > Overview
- Click Edit





- Edit the content
  - Section1Image (1440x700)
  - Section2Image (1440x700)
  - Health, Safety and Environment + Quality Assurance files:
    1. Click on Library > Gallery > Policies and Certificates



2. Click Add File
3. Fill the Title and File fields
4. Save
5. Go back to Content Management
6. Click on Main Menu > Sustainability > HSE Documents/QA Documents



7. Click Add Document

HSE DOCUMENTS   LIST		Content	English
Keyword	GO	Show hidden nodes	<a href="#">Add (Document)</a> <a href="#">Customize Listing</a> <a href="#">Import Data</a> <a href="#">Back to Parent</a>
Name	PageLastEdited		
  ISO 14001 certificate	1/12/2021 4:12:00 PM		

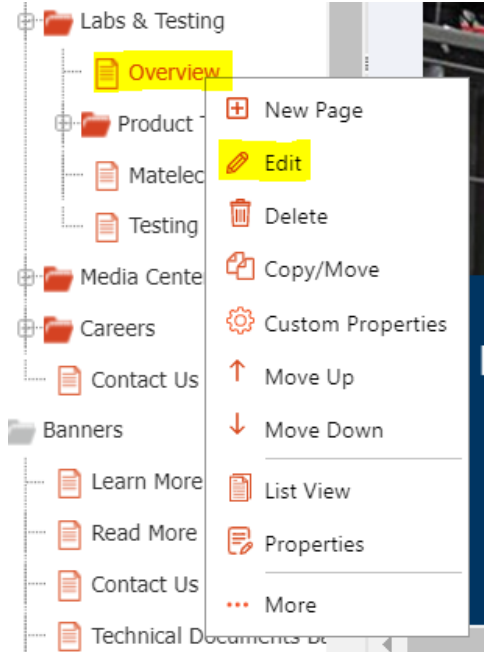
- 8. Fill the content
  - 9. Save & Publish
- Save & Publish

11 LABS & TESTING

11.1 Overview

To edit the Overview page, please follow the below steps:

- Right click on Main Menu > Labs & Testing > Overview
- Click Edit

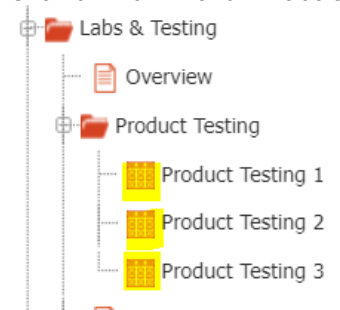


- Edit the content
- Save & Publish

11.2 Product Testing

To add/edit the tests of the products, please follow the below steps:

- Click on Main Menu > Labs & Testing > Product Testing1/2/3



- Add/Edit the content
- Save & Publish

11.3 Matelec Metrology Division / Testing & Certification

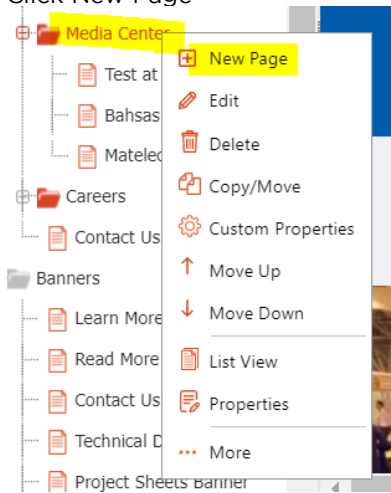
To edit the Matelec Metrology Division / Testing & Certification page, please follow the below steps:

- Right click on Main Menu > Labs & Testing > Matelec Metrology Division / Testing & Certification
- Click Edit
- Edit the content
- Save & Publish

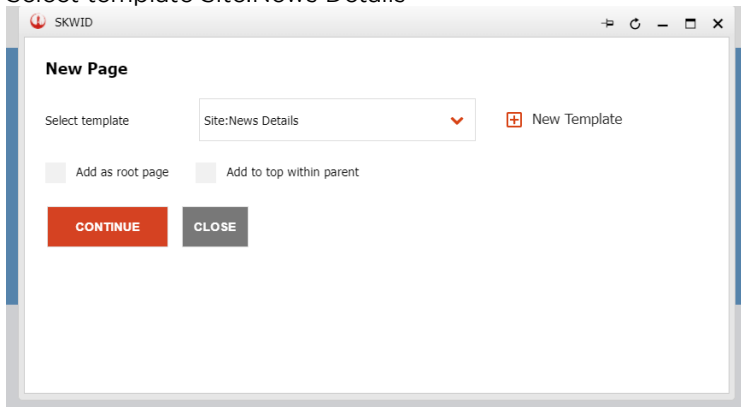
12 MEDIA CENTER

To add a new news article, please follow the below steps:

- Right click on Main Menu > Media Center
- Click New Page



- Select template Site:News Details

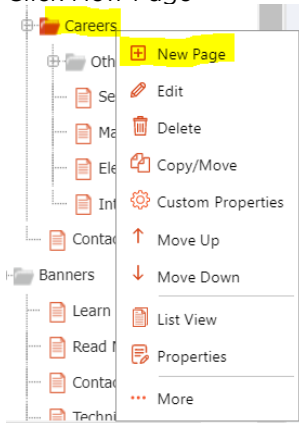


- Fill the content
  - Image (948x573)
- Save & Publish

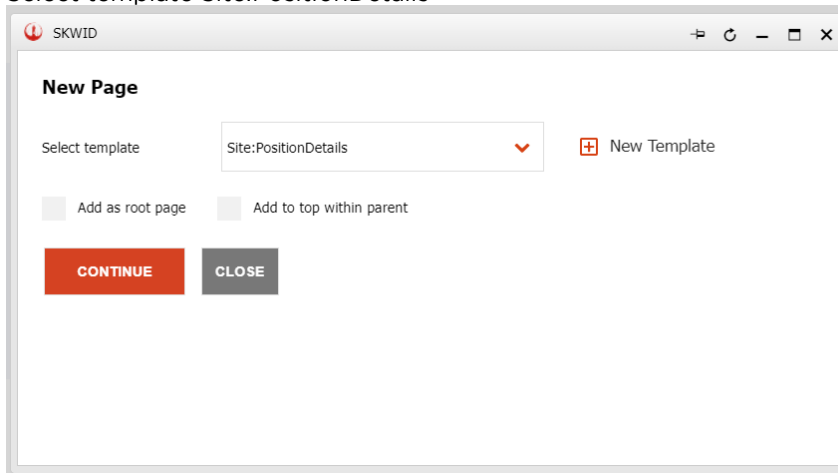
13 CAREERS

To add a new open position, please follow the below steps:

- Right click on Main Menu > Careers
- Click New Page



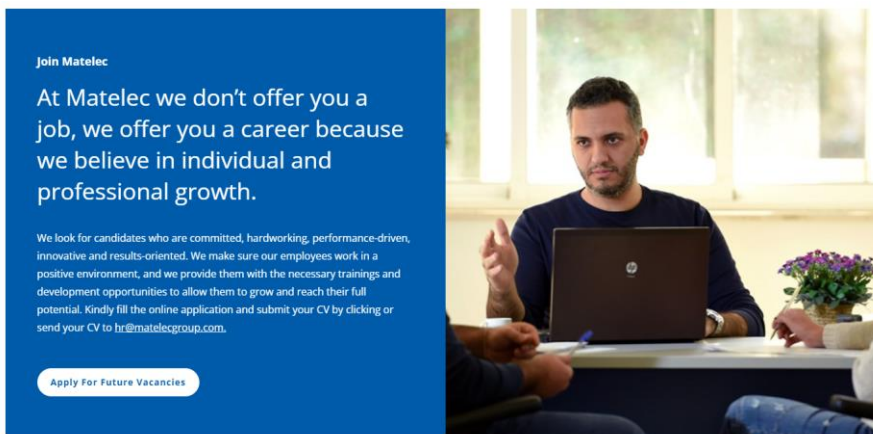
- Select template Site:PositionDetails



- Fill the content
- Save & Publish

To check the form submissions, follow the steps in [this section](#).

13.1 Join Matelec Banner





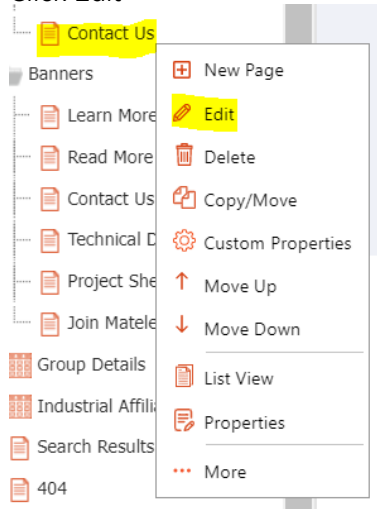
To edit the content of the Join Matelec banner, please follow the steps in [this section](#).

14 CONTACT US

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To edit the Contacts Us page, please follow the below steps:

- Right click on Main Menu > Contact Us
- Click Edit



- Edit the content
- Save & Publish

The locations which appear on this page are the industrial affiliates which appear in the About Us > Overview page. To add/edit an industrial affiliate, follow the steps [in this section](#).

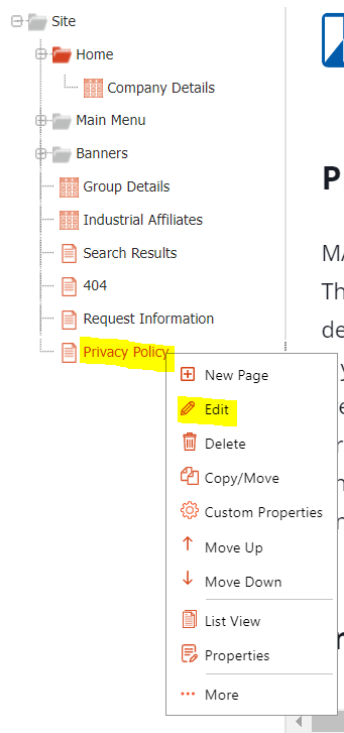
To check the form submissions, follow the steps in [this section](#).

15 PRIVACY & POLICY

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To edit the Terms of Use and Privacy & Policy pages, please follow the below steps:

- Right click on Site > Privacy & Policy
- Click edit



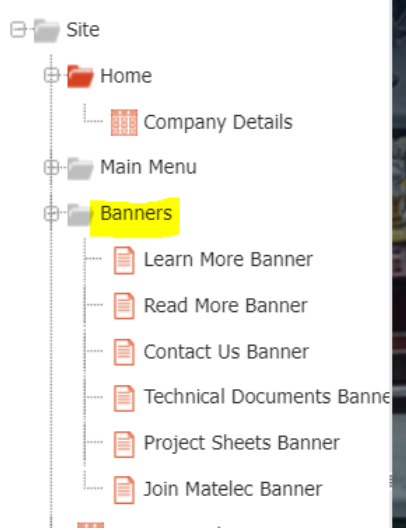
- Edit the content
- Click Save & Publish

16 BANNERS

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To edit the content of the banners such as the above, please follow the below steps:

- Right click Site > Banners > Wanted banner
- Click Edit



- Edit the content
- Save & Publish

17 SOCIAL MEDIA

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To edit the social media links in the footer, please follow the below steps:

- Right click on the Site node
- Click on edit

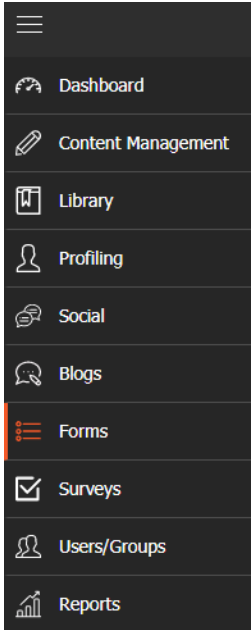
Only change the following fields: Facebook, LinkedIn, Twitter, and Instagram.

Facebook	<a href="https://www.facebook.com/Matelec.Group/">https://www.facebook.com/Matelec.Group/</a>
LinkedIn	<a href="https://www.linkedin.com/company/matelec-group">https://www.linkedin.com/company/matelec-group</a>
Twitter	
YouTube	<a href="https://www.youtube.com/user/matelecegroup">https://www.youtube.com/user/matelecegroup</a>

18 FORM SUBMISSIONS

To check the form submissions, please follow the below steps:

- Select Forms from the left menu



- Click on the second icon which is the Form Submissions

Form Name	Description
Request Information	
Careers Form	



There is a newsletter section in the footer which is currently hidden. To show it, follow the below steps:

- Right click the Site node
- Click Edit
- Scroll down to the HideNewsletter field and set it to “No”

HideNewsletter	Yes
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- Save & Publish
- [Clear Cache](#)

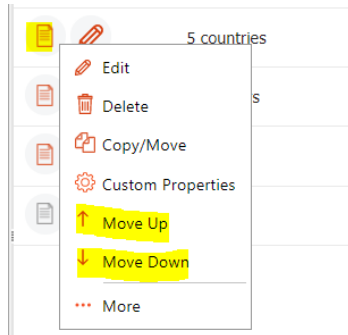
## 20 REORDERING

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The items in a list and pages can be reordered.

The following example demonstrates how to reorder the items in the Company Details list, but the same steps can be applied to all other lists.

- Click on Home > Company Details
- Right click on the “Page” icon of the item you would like to move and click on “Move Up” or “Move Down”



- The items will appear according to their order in the list